

# Memo

*date:* April 26, 2006

*to:* Distribution

*subject:* Memorandum of Understanding (MOU) – Between the Life Sciences and Basic Energy Sciences Directorates and the Chemistry and Medical Departments

Effective Date of this MOU: May 1, 2006 – December 31, 2006

On May 1, 2006, the Medical Department will have the responsibility for managing the Center for Translational Neuroimaging (CTN). This MOU establishes the agreement between the Chemistry and Medical Departments and the Basic Energy Sciences (BES) and Life Sciences (LS) Directorates as to the responsibilities for both the business/administrative and operational (environmental, safety, and health) related programs and activities associated with the transfer of the CTN from Chemistry to Medical. **The intent of this MOU is to ensure that there is a continuity of operational safety and compliance for all of the work that was formerly overseen by BES and Chemistry Department procedures and personnel during the transition to Medical Department and Life Sciences processes and personnel.**


For the purpose of this MOU, the CTN personnel as defined by the Director of the CTN shall include BNL employees and their guests, visitors, and contractors. The CTN facilities that are being transferred are the PET Building (906), the 4T MRI Building (560), and part of building 901 that is associated with cyclotron and radiochemistry laboratories currently assigned to the CTN in Chemistry. Some CTN personnel will continue to work in building 555, which is managed by the Chemistry Department. The Director of the CTN will work with the Chemistry Department to identify the required services and support that are needed by the Medical personnel working there. A separate MOU will be established between the CTN and the Chemistry Department for these services.

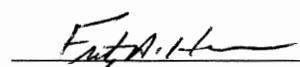
The Chemistry and Medical Departments agree to the following principles for assuring safe and compliant operations during this transition period:

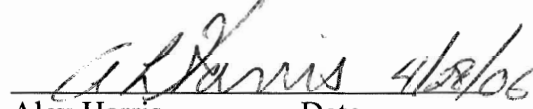
- **Experimental Safety Reviews (ESRs):** The Medical Department will be responsible for the conduct of the research carried out in the PET (906), MRI (560), and the Cyclotron Chemistry (901) facilities. The Chemistry Department ESRs currently used for this work shall continue to be employed until new ESRs are written and approved in the Life Sciences format. For work conducted by the CTN in Building 555, the Chemistry Department will retain responsibility for the ESRs. The Medical Department Chair will co-sign these ESRs to indicate concurrence and awareness of the research activities. Medical will pay for the agreed upon level of effort for this support (~. 20 FTE).
- **Work Control Management:** Work Control Management for 901, 906, and 560 will be the responsibility of the Medical Department. The existing work control coordinators for the CTN facilities will remain in place until suitable replacements are obtained.

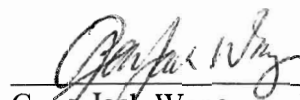
- Tier 1 Inspection Scheduling and Teams:** The Medical Department will have the responsibility for the conduct of tier 1 inspections for 906, 560, and 901. The tier 1 inspections for these facilities will continue to be scheduled and attended by Diane Cabelli of BES working closely with Bob Colichio of LS. The Medical Department will also be responsible for implementing any corrective actions associated with the Tier 1 inspections and for tracking new items in their database. Tier 1 inspections in Building 555 will continue to be managed by the Chemistry Department including the spaces occupied by the CTN. Resolution of CTN action items in Building 555 will be the responsibility of the Medical Department.
- Exit Readiness Evaluation (ERE):** EREs will be conducted for 906, 560, and 901 to identify any legacy or other issues associated with the spaces that need to be addressed as part of this transition. Responsibility for implementation of any identified actions items from the ERE will be determined through separate discussions and tracked to completion through the ERE process. *This principle will also apply to legacy issues associated with Lab 374 in B555.*
- Building Management:** Medical will assume immediate responsibility for the building management of building 560, 906, and the portion of 901 occupied by the CTN. Historical information about building maintenance will be retained by Chemistry, but will be made available to Medical if needed. The FUA's will be revised by Medical to show the change in overall responsibility and any changed links to Medical versus Chemistry procedures. The personnel who are the current Local Emergency Coordinators will transition to Medical and will retain that responsibility. *JHT 4/28/06*
- Training:** As part of the transfer of personnel from CO to MO in the HR system, the management of the training program will come under Life Sciences. Representatives from both organizations will work together to ensure all reporting requirements have been correctly transferred and to coordinate any facility specific training needed for MO personnel who work in 560, 901, and 906 and who access 555 regularly. Training requirements for work in 555 are covered in that MOU.
- Business/Administration:** The Life Sciences Directorate will have responsibility for the overall business/administration of the CTN. The Business Operations representatives for both Directorates have coordinated administrative support activities for the CTN, and will continue to work together to ensure that accounts are transferred, along with any contract commitments associated with them. Medical will pay for the administrative support time incurred by Chemistry after 5/1/06. Property Management responsibilities associated with the CTN's equipment will be transferred from Chemistry to Medical over time with the assistance of BNL's Property Management Division.
- Conduct of Operations:** The Medical Department will assume overall responsibility for the conduct of operations at 901, 906 and 560. During the transition, however, the Chemistry Department will retain ownership of historical documents related to safety and hazard analyses that support the operation of the equipment located in 560, 906, and 901 until they can be transferred to Medical in an orderly manner. Chemistry and Medical will work together to ensure that these documents are in a format consistent with the requirements of the SBMS at the time of transfer from Chemistry to Medical.

- **OHSAS Certification:** CTN will be certified under the LS OHSAS certification process in 2006. Current program commitments related to the CTN will be the responsibility of BES. Work that has been completed by Chemistry in this area will be transferred to Medical for its use in this certification process. This will be in the form of JRAs, procedures, or other administrative activities. Work activities conducted in 555 by the CTN will continue to be covered under BES's OHSAS program.
- **Environmental Monitoring System (EMS):** BES will manage the EMS program for the CTN for buildings 901, 906, and 560 until an orderly transfer to the Life Sciences program takes place. Recertification schedules for EMS and OHSAS will factor into this transition and will require both organizations to interface closely during these reviews. Work performed by the CTN in 555 will remain under the Chemistry/BES EMS program as long as the work is conducted there.
- **Other Issues:** Areas of concern that arise outside the scope of this MOU will be addressed to the Points of Contact for BES and LS (J. Taylor and W. Gunther) for disposition. Some potential discussion areas include Records Management issues and Facility Support/Waste Charges associated with the CTN.

 4/24/06  
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 Doug Gibbs Date  
 ALD for Basic Energy Sciences

 4/26/06  
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 Fritz Henn Date  
 ALD for Life Sciences

 4/28/06  
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 Alex Harris Date  
 Chair, Chemistry

 4-28-06  
 \_\_\_\_\_  
 Gene-Jack Wang Date  
 Chair, Medical

**Distribution:**

J. Fowler  
 D. Schlyer  
 W. Gunther  
 J. Taylor  
 A. Emrick  
 D. Cabelli  
 J. Desmond  
 K. Koebel  
 S. McAlary  
 R. Colichio  
 S. Howell  
 C. Harris

## MOU Appendix – Finances

The following services will be provided by BES staff to the new Medical Imaging group and supported .20 FTEs:

<u>Function</u>	<u>Individual</u>	<u>Comments</u>
ES&H	.20 Diane Cabelli	Support as outlined in MOU
Building Mgt	.20 Steve Howell	Support as outlined in MOU
Tech Support	.20 Jim Anselmini	Support as outlined in MOU
Computer Support	.20 Mahendra Kahendra	Support as outlined in MOU

The remaining allocations will be split as follows:

ITD Services	56K per year	20% of CO Allocation (280K)
Waste Allocation	25K per year	Approximation of waste stream <sup>1</sup>
Rad Equip Cal.	17K per year	Equipment owned by Imaging <sup>2</sup>
Stockroom	25K per year	Annual cost for 20% of stockroom <sup>3</sup>
Common Space	18K	Based on 925 square feet of office
NMR	21K	Maintenance contract plus space

1 - Waste Mgt will need to segregate costs in near future

2 - Once Life Sciences changes these instruments to be direct charged to their projects this will cease.

3 - Actual usage to be monitored effective 4/01/06 to determine future allocation